

***Newport News Quilt Guild, trading as The Peninsula Piecemakers Quilt Guild***

## **CONSTITUTION AND BY-LAWS**

*Last Revised September, 2012*

### **CONSTITUTION**

#### **ARTICLE I - NAME**

The official title of the organization shall be "The Peninsula Piecemakers Quilt Guild," commonly known as "Peninsula Piecemakers."

#### **ARTICLE II - PURPOSE**

The purpose of the PENINSULA PIECEMAKERS QUILT GUILD shall be:

- (1) to promote interest in the heritage and art of quilting,
- (2) to promote companionship among fellow quilters,
- (3) to promote the knowledge and understanding of the art of quilting through continuing education services for members and
- (4) to present educational activities for the public.

#### **ARTICLE III - MEMBERSHIP**

- (1) Membership in this organization shall be open to any person who is interested in the art of quilting.
- (2) Membership shall be granted to an applicant after completion of application and payment of dues prescribed by the Guild.
- (3) Children between the age of 12 and 18 may join at three-fourths (3/4ths) the current dues rate AND must be accompanied at all guild functions by a responsible adult who is a paying member. No child under the age of 12 shall attend any guild meetings. (As amended September, 2005.)

#### **ARTICLE IV - OFFICERS AND THEIR ELECTION**

The executive officers of the guild shall be President, Vice-President, Secretary, and Treasurer. The chapter officers shall be Coordinator, Secretary, and Treasurer. The officers shall be elected annually at the May chapter meetings. Absentee ballots may be mailed to the Nominating Committee Chairperson. They must be received at least forty-eight (48) hours prior to the second May Chapter meeting. The term of office shall begin in June. No member shall be eligible to serve more than two (2) consecutive terms in the same office. In the event of a vacant position, the Executive Board may appoint a person qualified to fill such a vacancy.

#### **ARTICLE V – ORGANIZATION OF THE GUILD**

PPQG authorizes the formation of two (2) chapters of the guild to accommodate the schedules of its members. Each chapter is authorized to appoint committees and solicit volunteers to plan and execute activities and programs for the guild.

## **BY-LAWS**

### **ARTICLE I - THE EXECUTIVE BOARD AND CHAPTER BOARD**

#### **(1) THE EXECUTIVE BOARD**

- (a) The Executive Board shall be composed of the President, Vice-President, Secretary, Treasurer, and Chapter Coordinators, Secretaries and Treasurers.
- (b) The Executive Board shall conduct the routine business of the Guild.
- (c) Members of the Executive Board shall act only in an official capacity and shall not take any action or assume responsibility as individuals.
- (d) The Executive Board shall meet on the call of the President or on call of any two (2) officers.
- (e) The Executive Board shall make an annual report to the membership at the May meeting. Written recommendations and report from each officer/committee chairman shall be filed with the Executive Secretary summarizing the year's activities.

#### **(2) THE CHAPTER BOARDS**

- (a) Each Chapter Board shall be composed of Coordinator, Secretary, Treasurer, and such committee chairpersons as deemed necessary by the Chapter Coordinator.
- (b) The Chapter Board shall conduct the routine business of the Chapter.
- (c) Members of the Chapter Board shall act only in an official capacity and shall not take any action or assume responsibility as individuals.
- (d) The Chapter Board shall meet on the call of the Chapter Coordinator or on call of any two (2) chapter officers.

### **ARTICLE II - DUTIES OF OFFICERS**

#### **(1) PRESIDENT**

- (a) The President shall preside at all meetings of the Executive Board.
- (b) Shall be an ex-officio member of and appoint all Guild Standing Committee Chairpersons and other positions as required with the approval of the Executive Board.
- (c) Shall be an ex-officio member of all Guild committees.

#### **(2) VICE PRESIDENT**

- (a) The Vice president shall assume all of the duties of the president in her/his absence.
- (b) Will serve as coordinator for special guild events (i.e., symposium and quilt show).
- (c) Is the coordinator of the Guild and Chapter program committees.

#### **(3) EXECUTIVE SECRETARY**

- (a) The Executive Secretary will keep accurate record of proceedings and attendance of all Executive Board meetings.
- (b) Handles all correspondence not connected with Chapters.
- (c) All records, except those specifically assigned to others, are in the Executive Secretary's custody.

#### **(4) EXECUTIVE TREASURER**

- (a) The Executive Treasurer keeps accurate financial records and disbursements and serve as custodian of all Guild funds.
- (b) Makes payments in accordance with the budget. Expenses not provided for in the budget are paid upon order of the Executive Board.
- (c) Presents a written report at each Executive Board meeting. Monthly report will also be supplied to Newsletter Editor for publication in monthly newsletter.
- (d) Presents an annual report at the end of the Guild year (December).
- (e) Closes books by end of term and submits them for audit. Files annual IRS report after end of term to retain tax-exempt status.
- (f) Serves as Chairperson of the Budget Committee.

#### **(5) CHAPTER COORDINATOR**

- (a) The Chapter Coordinator presides at Chapter meetings and Chapter Board meetings.
- (b) Serves as a member of the Executive Board.
- (c) Serves as ex-officio member of chapter committees.
- (d) Appoints committees as deemed necessary.

#### **(6) CHAPTER SECRETARY**

- (a) The Chapter Secretary maintains accurate record of Chapter meetings and Chapter Board meetings.
- (b) Handles Chapter correspondence, including notes of appreciation.
- (c) Provides summary minutes to Newsletter editor.
- (d) Files all Chapter minutes with Executive Secretary.
- (e) Serves as a member of Executive Board.

#### **(7) CHAPTER TREASURER**

- (a) The Chapter Treasurer collects all Chapter dues and forwards to Executive Treasurer.
- (b) Maintains Chapter financial records
- (c) Disburses Chapter funds.
- (d) Files all financial reports with Executive Treasurer.
- (e) Serves as a member of the Executive Board and budget committee.

### **ARTICLE III - STANDING COMMITTEE AND APPOINTED POSITIONS**

- (1) There shall be the following standing committees and/or appointed positions at the Guild and Chapter levels.
  - GUILD:** Membership Chairman, Newsletter Editor, Properties Custodian, Service Projects Chairperson, Special Events Chairperson and others as needed.
  - CHAPTER:** Program Chairperson, Librarian, Hospitality Chairperson and others as needed.
- (2) The chairperson of each standing committee or appointed position shall file a written annual report of the activities and recommendation of the committee/activity to the President or Chapter Coordinator, as appropriate.
- (3) All activities involving the transfer or requests of funds shall be reported monthly on the prescribed form (s).
- (4) Appointed and volunteer positions will run from January 1 to December 31.

## **ARTICLE IV - MEETINGS**

- (1) All Chapters will meet at least once a month, unless otherwise deemed by the Board.
- (2) The members present at a **Chapter** meeting shall constitute a quorum.
- (3) Committee meetings shall be at the call of the committee chairman who shall make a record of such meeting as part of the normal report.

## **ARTICLE V - DUES AND FINANCIAL POLICY**

Annual dues shall be set by the vote of the general membership and payable each January. If the dues are not paid by January 31, the member shall be dropped from the roster. Members joining after July 1 shall be assessed half the annual dues. Membership dues are non-refundable. Guests, not to include anyone under the age of 12, are welcome to attend their first meeting free. They are encouraged to become a member at their second meeting.

## **ARTICLE VI - ELECTIONS**

The nominating committee chairperson and committee shall be appointed by the Executive Board at the February board meeting. The committee shall consist of at least two members from each Chapter. The committee shall submit a slate of officers in April and publish the slate in the April and May Newsletters. Nominations made by the general membership will be received at the April meeting. Elections will take place during the May meetings by a show of hands unless a ballot is requested. Absentee ballots may be mailed to the Nominating Committee Chairperson. They must be received at least forty-eight (48) hours prior to the second May Chapter meeting. Elected officers will begin term at the June meeting.

## **ARTICLE VII - AMENDMENTS**

- (1) The Constitution and By-Laws may be amended by a majority of the members present at ALL Chapter meetings during the month announced for the vote on changes.
- (2) The proposed changes shall be presented to all members in writing at least thirty (30) days in advance.
- (3) A time of discussion will be provided.
- (4) Amendments shall be effective upon adjournment of the meeting at which they were adopted, unless a different effective date is included in the revision.

## **ARTICLE VIII - DISSOLUTION**

- (1) The Guild shall be dissolved upon approval by more than two-thirds of all the votes cast on the proposal to dissolve at a meeting of the members at which a quorum is present. Notice of such a meeting must be given not less than twenty-five (25) nor more than sixty (60) days before such meeting.
- (2) Upon dissolution of The Peninsula Piecemakers Quilt Guild, the Executive Board shall dispose of all assets of the Guild in such manner to such organizations operated exclusively for charitable or educational purpose as shall qualify at the time as exempt organizations under guidelines of the Internal Revenue Code.

## **ARTICLE IX - PARLIAMENTARY AUTHORITY**

Robert's Rules of Order Newly Revised shall govern all proceedings whenever applicable.

# PENINSULA PIECEMAKERS QUILT GUILD

Welcome, New Member!

Please see our Greeter at the meeting  
who will take you around and explain the guild  
activities and programs during the break

## Day Chapter

### **Meeting Time**

2<sup>nd</sup> Friday of the Month  
9:30 a.m. (social time)  
10 a.m. – noon (meeting)

### **Meeting Place**

Community Center  
14302 Old Courthouse Way  
Newport News, VA 23602

### **Board Meeting**

3<sup>rd</sup> Tuesday of the Month  
6:30 p.m.  
Grafton Christian Church  
109 Brick Church Rd.  
Yorktown, VA 23692

## Night Chapter

### **Meeting Time**

2<sup>nd</sup> Tuesday of the Month  
6:30 p.m. (social time)  
7-9 p.m. (meeting)

### **Meeting Place**

Riverside Warwick Conference Center  
12420 Warwick Blvd, Building 6  
Newport News, VA 23606

### **Bad Weather**

If Newport News Schools are closed  
then Meetings are cancelled.

Website – <http://www.ppqg.org>

**This roster is for the exclusive use of the PPQG members and is not releasable  
without the written consent of the PPQG Executive Board.**